

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 The Institutional governance and leadership are in accordance with the vision and mission of the institution and it is visible in various practices such as, sustained institutional development, decentralization, contribution in the institutional governance and in their futuristic institutional perspective plan.

Vision

The institution is committed towards imparting quality education, accessible and affordable to the students hailing from rural backgrounds. The institution seeks to instill excellence in physical, intellectual, social, and moral values among the budding young learners who are on the verge of facing the challenges of the rapidly evolving technological era.

Mission

- To promote quality-based education for the holistic development of the students.
- To enable the students to excel in their academics and raise awareness of societal demands.
- To impart career skills and moral values that will transform students into extraordinary professionals.

As per the guidelines of the State Government, Bharathiar University brought out many changes in the curriculum as per the University norms which are implemented by the institution. Sustained institutional development is assured by incorporating new programmes, increasing the educational quality of the students, the teaching faculties and the non-teaching staff members over the past eight years. Our institution is the examination centre for Tamilnadu Public Service Commission (TNPSC).

Participation in the Institutional

File Description	Document
Vision and Mission	View Document
Faculty Duty Allotment	View Document
Organizational Chart	View Document

Governance

The model of governance practiced in the institution is transparent, collaborative and participatory. There is a constant attempt to devolved decision-making responsibilities to competent teams constituted time to time for the purpose, thus decentralizing authority. The institutional academic and administrative councils are acting under the guidance of the Principal. The involvement of the diverse people with their different skill sets at different levels of the organization is the benchmark. The head of the institution provides valuable insights in preparing and organizing the academic and other extracurricular activities. The duties are classified and assigned to all the heads of the departments who delegate their responsibilities to the faculty members concerned. The decisions taken by the Institution Council are implemented for the welfare of the institution. The institutional governance model therefore, is structured to facilitate of sharing their responsibility in decision making.

The centralized IQAC oversees the planning and implementation of quality measures in the institution. IQAC representatives of the respective departments act as the contact point between the IQAC and the individual Departments.

Various committees are functioning in our institution in order to fulfil the short term and long term plans. Committees such as the Admission Committee, IQAC, NAAC, Monitoring Committee, Women Empowerment Cell, NSS, YRC, Sports activities and their works are decentralized. As per the directions given by the Government of Tamilnadu, the decisions pertaining to the administration are taken by the Principal. The works related to the institution administrations are carried out by the team of non-teaching staff members. Staff meetings are held periodically to discuss important issues pertaining to the academic programmes and the administration of the institution. These meetings serve as a forum for the staff members to express their views on important issues related to the overall functioning of the institution. Faculty Committees are constantly to make decisions and execute specific tasks, such as to conduct of Continuous Internal Assessment, Graduation Day and College Day and so on.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 The Institutional perspective plan is effectively deployed and development of the Institutional bodies is visible through effective policies, efficient administrative setup, appointments and assurance of discipline.

Response:

The perspective plan is effectively prepared in consultation with the approval of the Director of Collegiate Education and the department of higher education by the Government of Tamilnadu. The institution academic council prepares the academic calendar for every year, by following instructions of the Director of Collegiate Education and the institution council. The College council is the decision making body of the institution. The council is headed by the Principal and the HOD's act as the members of council. The decisions made by this council are carried out by the teaching and non-teaching staff members. It meets in order to review academic and administrative processes. Academic matters include policies with regard to admissions, examinations and curriculum development. Administrative matters include presentation of the financial statement by the Bursar, development of infrastructure. The monitoring committee of our institution, composed of all faculty members, scrutinizes and ensures the discipline of our students.

By the end of every academic year, a meeting is convened by the Principal and all the Heads of the department to discuss regarding the plans for the upcoming academic year. The departmental Time table, Workload, CIAs, Model examinations and other association activities are prepared in accordance with the meeting. Various co-curricular and extracurricular activities are also implemented and followed. The Institution has been working towards enhancing employability and entrepreneurial skills. The Bursar is the financial administrator of the institution, the role in setting up financial policies and process, budget allocation and other resources, to monitoring all financial transactions involving the students, the teaching and the administrative staff members.

The following aspects are considered for inclusion in the plan for infrastructure development

- The academic plan is to increase the number of UG courses
- To establish language lab and to increase number of Computer Lab, Chemistry Lab, Physics Lab, Audio-Video Digital Lab and Botany Lab
- To establish smart class rooms
- To motivate the students to crack various competitive exams
- To encourage the faculty members to clear the competitive exams like NET, SLET, CSIR, JRF etc.,
- To involve more students in sports and other co-curricular activities

- To provide coaching classes for the students in order to prepare for various competitive Examinations

Under the guidance of the Principal and senior faculty members, a calendar committee is constituted every year to adhering the instructions laid by the Director of Collegiate Education and the suggestions of the institution council. The calendar contains the details regarding the programmes available in the institution, vision and mission, rules and regulations, name of the teaching and non-teaching staff members, a monthly calendar with holidays, day order and date of internal examinations, etc.,

Committees such as IQAC, NSS, Electoral Literacy Club, PTA, OSA, NAAC, Calendar, CLP, Career Guidance and Placement Cell, Scholarship, Admission, Women’s Empowerment Cell, Monitoring and Discipline, Fine Arts and Anti-Drugs are functioning in the institution.

File Description	Document
Institution Council Meeting	View Document
Committee details	View Document
Parents Teachers Association Document Policy	View Document
Alumni Association Document Policy	View Document
Regular& Guest Lecturer Appointment Letters	View Document
Service Rules	View Document
Policy Document	View Document

6.2.2 Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screenshots of user interfaces of the name of the HEI	View Document
E- Governance implementation	View Document

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 The institution has a performance appraisal system, effective welfare measures for teaching faculties and non-teaching staff members by providing avenues for career development and progression.

Response:

The institution has several welfare measures for both teaching and non-teaching faculties. It executes them through different modes and channels.

- Faculties are encouraged to participate in RCs, OCs, MDPs, LDPs and all other FDPs like Naan Mudhalvan, NAAC, IQAC, NIRF and various conferences, seminars and workshops in national and international level
- The institution provides various kinds of leave without loss of pay that includes casual leave, restricted holiday, earned leave on other duty leave, maternity leave, medical leave and pandemic leave (with

regard to Covid pandemic)

- Separate Toilet facilities for both students and faculties
- In our institution on-duty is provided to the faculty members for the purpose of external valuation, board of studies meeting, paper presentations, FDPs, Orientation programme and attend the seminars
- At the time of Covid Pandemic the Institution organized vaccination camp for teaching and non-teaching staff members and the students
- De-worming tablets issued by the Health department, Sathyamangalam are distributed periodically to teaching and non-teaching staff members and the students
- Our teaching and non-teaching staff members acted as presiding officers and functioned in other various roles at the time of election
- Career Advancement Scheme (CAS) has been regulated and executed as per the regulations of UGC for career advancement and by the state higher education department, implemented through Director of Collegiate Education

File Description	Document
Career Advancement Scheme 1	View Document
Health Insurance Scheme	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/ Workshops and towards membership fees of professional bodies during the last five years.

6.3.2.1 Number of teachers provided with financial support to attend conferences/ Workshops and towards membership fee of professional bodies during the last five years.

2022 - 23	2021 - 22	2020 - 21	2019 - 20	2018 - 19
0	0	0	0	0

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty Development Programme (FDPs), Management Development Programme (MDPs), Professional Development /

File Description	Document
Institutional data in the prescribed format	View Document

Administrative training programme during the last five years.

Response: 55%

6.3.3.1 Total numbers of teaching faculties are participating in Faculty Development Programme (FDPs), Management Development Programme (MDPs), Professional Development / Administrative training programme during the last five years.

2022 - 23	2021 - 22	2020 - 21	2019 - 20	2018 - 19
21	1	3	4	2

6.3.3.2 Number of non-teaching staff year wise training programmes during the last five years. Response : 22%

2022 – 23	2021 - 22	2020 – 21	2019 – 20	2018 – 19
0	0	1	0	1

Number of non-teaching staff year wise during the last five years.

2022 – 23	2021 - 22	2020 – 21	2019 – 20	2018 – 19
7	7	7	7	6

File Description	Document
Institutional data in the prescribed format (FDP)	View Document
Copy of the certificates of the programme attended by teaching faculties.	View Document
Institutional data in the prescribed format (Refresher)	View Document
Copy of the certificates of the programme attended by teaching faculties (Refresher).	View Document
Annual reports	View Document

6.1 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.1.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (Government/ Non-Government Organizations) and it conducts financial audits regularly. (Internal and External)

Response:

In our institution, the budget is prepared as per the financial needs. Financial resources play a vital role for the upliftment of the institution. The institution pays the careful attention to mobilize necessary funds for meeting the financial demands and every year the institution collects fees that include tuition fees, CLP fees, PTA fund and Alumni fund in order to manage the yearly expenditure.

The funds are properly allocated and expenditure of funds is carefully scrutinized by the Principal. All the bills pertaining to expenditures are maintained in a systematic way and then retain transparent accounting and audit practices. The aim of fund allocations is to ensure quality in teaching and learning. The Government provides NSS funds regularly to the institution. Our students are encouraged to participate in the intra-institution programmes for which the Government grants fund.

Every year in the budget allocation a considerable fund is allotted to increase the library facilities in the institution. New books are purchased, more journals are subscribed and computer facilities are established to upgrade the standard of the library. Apart from the books, daily newspapers are purchased for the faculties and the students to improve their general knowledge. Computers, printers, tables, desks, chairs, water purifiers, sports equipment and napkin incinerator are purchased using funds given by OSA of our Institution and Rotary club etc.,

The institution focuses on utilizing the allotted fund and resources in a fruitful manner. The institution assures that the received funds are moved only through proper channel of administration. The funds are used at the appropriate time which helps to prevent major expenses. The PTA funds are utilized for stationery items, recruiting teaching staff, sweepers, and scavengers.

File Description	Document
Optimum Utilization of Resources	View Document
Financial Management & Resource Mobilization	View Document
Supporting Document	View Document

6.2 INTERNAL QUALITY ASSURANCE CELL (IQAC)

6.2.1 Internal Quality Assurance Cell has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning processes, structures and methodologies of operations and learning outcomes at periodic intervals. It also records the incremental improvement in various activities.

Response:

The Internal Quality Assurance Cell (IQAC) plays a significant role in assessing and maintaining the overall quality of the institution. Further, the cell focuses on the growth and up gradation of the faculties and student community. The main objective of the IQAC is to help, develop and evaluate the overall outcome of the entire system. The IQAC strives to enhance the quality of the teaching and learning process. Various academic and co-curricular activities that are engaged by the IQAC are as follows:

- To provide quality education
- To monitor the overall process of the learner - centred approach of teaching
- To enable the proper practice of documentation
- To ensure the systematic functioning of the grievances and redressed cell
- To provide holistic inclusive environment
- To provide skill based value education
- To prepare and proceed for AQAR
- To get prepared for NAAC accreditation

6.2.2 QUALITY ASSURANCE INITIATIVES OF THE INSTITUTION INCLUDE

- Regularly conducts meeting of Internal Quality Assurance Cell (IQAC) in order to improve the quality of the system
- Academic and Administrative Audit (AAA) and follow-up action taken
- Collaboration quality initiatives with other institution(s)
- Participation in NIRF and other recognized rankings
- Any other quality audit/ accreditation recognized by state, national and international agencies such as AISHE, NAAC, NBA, etc.,

File Description	Document
AISHE- relevant supporting documents	View Document
NIRF and AAA Report– relevant supporting documents	View Document View Document
IQAC – relevant supporting documents	View Document
Collaboration quality initiatives with other institution(MOU)	View Document
IQAC – Minutes of Meeting	View Document